

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2006/11/13 : CIA RDP75-00399R000100130006-7

REPORTS INVENTORY

Classification: UNCLASSIFIED

Control No.

Feeder Rpt. DDS/OL/BFB-1
XXXXXXRECDXX

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Program Call

2. TYPE OF REPORT

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

	PERSONNEL	TRAINING
X	LOGISTICS	SECURITY
	MEDICAL	FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

6

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc.)

Memorandum

8. ADP PROCESSING

YES	IF YES GIVE ADP PROCESSING NO.
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9. DIRECTIVE AUTHORITY REQUIRING REPORT

LN 30-17 Financial Administration

dtd 5 December 1969

10. PREPARING COMPONENT (include lowest level contributing information to report)

RECD and Branches

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Program Call submissions from 5 offices in RECD and the Significant Accomplishments report

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12.1	6.82		27		184.14		1		184.14

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

184.14

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Analyze and determine requirements for current and five-year budget program.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

CHANGE

DISCONTINUE

15. DATE OF INVENTORY

9 October 1970 Approved For Release 2006/11/13 : CIA RDP75-00399R000100130006-7

16. EXTENSION